

5 FAM 920 AGENCY PROCUREMENT REQUESTS (APRs) FOR FEDERAL INFORMATION PROCESSING (FIP RESOURCES

5 FAM 921 GENERAL

(TL:IM-4; 6-30-92)

a. All department contract actions to acquire FIP resources must comply with Federal Acquisition Regulation (FAR) and Department of State Acquisition Regulation (DOSAR), except in areas where the Federal Information Resources Management Regulation (FIRMR) prescribes special policies, procedures, or provisions or clauses. Conflicts between the FAM and any of the above authorities are resolved in favor of the authority.

b. The Designated Senior Official (DSO) is the Assistant Secretary for Diplomatic Security. The DSO conducts and accounts for acquisitions of FIP resources made under a Delegated Procurement Authority (DPA) from the General Services Administration (GSA). See FIRMR, Subpart 201-20-2 for more details.

c. FIP Resources are defined in FIRMR (Subpart 201-4.001) as "...any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception, of data or information" and "includes equipment, software, services, support services, maintenance and related supplies and systems

d. Under the condition of full and open competition, FIRMR requires a DPA for competitively acquired FIP resource acquisitions in excess of \$2.5 million. For make-and-model and other noncompetitive acquisitions in excess of \$250,000, a DPA is required. Instructions for DPAs are in FIRMR Subpart 201-20.305. See 5 FAM 933 Exhibit 933 b .)

e. FIPs 64 and FIRMR are available in the IM Standards Library, DS/IM/PD/SSD, Room 333, SA-30.

5 FAM 922 ACQUISITION PLANNING

(TL:IM-4; 6-30-92)

a. The Department must develop a 5-year plan for meeting information technology needs and send a copy of it to: General Services Administration, Authorizations and Management Reviews Division (KMA) 18th & F Streets, NW, Washington, DC 20405.

b. For detailed information on acquisition planning requirements, consult FIRMR Part 201-18, FAR Part 7, and Department of State Procurement Policy Directive No. 3.

5 FAM 923 ALTERNATIVES

(TL:IM-4; 6-30-92)

a. GSA has established various programs to satisfy agencies' requirements for FIP resources. Consider the following alternatives when evaluating the need for these resources:

- (1) Conduct market research to determine availability of technology:
- (2) Use GSA's mandatory-for-use programs described in FIRMR Subpart 201-24.1 when requirements can be met by these programs, unless GSA approves an exception;
- (3) Use GSA's mandatory-for-consideration programs described in FIRMR Subpart 201-24.2 when requirements can be met by these programs and using them is most advantageous to the Department;
- (4) Use FIP resources available for reuse within the Department and from other agencies;
- (5) Use existing FIP resources by contracting; and
- (7) Use GSA nonmandatory programs.

b. For more information on considering alternatives see GSA's Overview Guide, January 1990 (copies are available in the IM Standards Library, DS/IMPD/PL/SSD, Room 333, SA-30), and A/OPR/ACQ's Small Purchase Manual, Program Edition, August 1989.

5 FAM 924 PREPARING APRs

(TL:IM-4; 6-30-92)

- a. Prepare all APRs for the signature of the Assistant Secretary for Diplomatic Security.
- b. Instructions for completing APRs are in 5 FAM 924 Exhibit 924 b (Instructions for Preparing an Agency Procurement Request (APR)). Include all attachments as required by FIRMR with all letters sent for clearance.
- c. The program office submitting the APR should ensure that copies of the complete APR, together with attachments, and the DPA letter received from GSA are kept in the files and must provide a copy to the contracting activity the contract file.

5 FAM 925 APPROVALS

(TL:IM-4; 6-30-92)

- a. The DOSAR sets the Department's threshold for OMB Circular A-109 at \$10 million for treating acquisitions as major systems.
- b. APRs below the Department's A-109 threshold as defined in the DOSAR (see 6 FAM 200 , Appendix E) are cleared through the following:
 - (1) Head of the contracting activity (most often the Director, A/OPR/ACQ);
 - (2) Deputy Assistant Secretary, A/OPR; and
 - (3) Deputy Assistant Secretary, DS/IM.
- c. APRs above the Department's A-109 threshold are cleared by b. (1), (2), and (3) above in addition to the following:
 - (1) Procurement Executive, A/OPE;
 - (2) Assistant Secretary, A: and
 - (3) Chief Financial Officer, FMP.

5 FAM 926 THROUGH 929 UNASSIGNED

5 FAM 924 Exhibit 924b

INSTRUCTIONS FOR PREPARING AN AGENCY PROCUREMENT REQUEST (APR) FIRMR BULLETIN C-5

1. Agency Information
 - a. Agency name, address, and location where FIP resources will be installed or services will be performed.
 - b. Name, position title, organizational identity, and telephone number of the senior program, technical, and contracting officials assigned to the acquisition and a description of the organizational structure to support these officials during the acquisition.
 - c. When the dollar value of the acquisition is \$25 million or more, for each official identified in b. above, provide the following information:
 - (1) Experience in previous major FIP resources acquisitions.
 - (2) Responsibilities, scope of authority, and reporting structure with respect to the acquisition.
 - (3) Whether assignment to the acquisition is full or part-time and, if part-time, the nature of other responsibilities.
2. Projects title and description
Provide the project title and a brief but specific description of the primary agency programs that the FIP resources will support.
3. Current support
Provide a brief but specific description of the current fip resources supporting these programs.

4. FIP resources to be acquired
- Provide a brief but specific description of the FIP resources to be acquired during the contract life. Include pertinent information about the applications (e.g., ADP, Telecommunications) the agency may wish to present that will help GSA understand the requirements. This description should describe how changing requirements will be satisfied (e.g., resources required for system expansion, anticipated augmentations, upgrades, and other system modifications) during the contract life, if such requirements will be included in the solicitation.
5. Contracting approach
- a. Indicate whether or not the proposed contracting approach is to satisfy a requirement using a specific make and model specification and whether compatibility-limited requirements will be used.
 - b. Identify by fiscal year and quarter the planned milestones for release of the solicitation and contract award
 - c. If the request involves a pilot or prototype, describe the strategy for the follow-on implementation phase.
 - d. Indicate whether the acquisition plan (see FAR 7.104(c)) contemplates contracting under policies and procedures for—
 - (1) Full and open competition;
 - (2) Full and open competition after exclusion of sources; or

(3) Other than full and open competition. In addition, provide the applicable statutory contracting authority cited in FIRMR Subpart 201-39.6 or FAR 6.302-1 through 6.302-7 permitting the use of such procedures.

6. Estimated contract life and cost The estimated contract cost of the acquisition is to be identified by type of FIP resource for the contract life and includes all anticipated optional quantities, resources, and periods. Detailed cost breakdowns may be included when necessary to describe clearly the estimated cost. The estimated total contract cost (for all years) should correspond to the planned contract life. The delegation of procurement authority resulting from this submission will be limited to the contract cost and years set forth in it.

7. Regulatory compliance a. Provide a statement to indicate that the agency has reviewed and complied (or will comply) with all applicable regulations or list the deviations from the regulations that apply to this request for approval and provide an explanation for each deviation request.

b. Provide the date of completion or most recent update of the following documentation or indicate not applicable (see FIRMR 201-20):

DocumentationDate

—Requirements analysis

—Analysis of Alternatives

—Determination to support compatibility-limited requirements

—Conversion study

—Certified data to support a specific make & model specification.

—Certified data to support a requirement available from only one responsible source.

—Description of planned actions to foster competition for subsequent acquisitions.

—Justification for more than one agency to provide switching facilities of services at building locations.

—Exception to the use of FTS/FTS-2000 mandatory network services

—Exception to the use of GSA local elecommunications service mandatory switching services.

8. Agency remarks

Provide additional information concerning any of the above items or special conditions associated with this acquisition; e.g. required building construction/modification by GSA. As applicable, request GSA multiyear contracting authority for telecommunications resources.

9. Agency/GSA references

Provide references to related GSA delegations (including previous GSA case numbers), meetings, telephone discussions, etc.

10. Authorization

Agency-authorized signature, position title, organizational identity, date.